

# guidance **INDEX**

Vol. XIII, No. 8, November, 1950

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## **SRA**

### better living booklets

*Helping Youth Choose Careers*, the Better Living Booklet for November, was written by J. Anthony Humphreys, Director of Personnel Service, Wilson Junior College, Chicago. It is designed to help parents and teachers help young people choose careers that offer them the best chances of success and satisfaction. (See Review Item No. 33.)

### life adjustment booklets

The November Life Adjustment Booklet for young people is titled, *Where Are Your Manners?* It was written by Barbara Valentine Hertz, who has written on many subjects of interest to teen-agers. The theme is good manners for smoother relationships with others—at home, in school, on dates, in public, and on the job. (See Review Item No. 40.)

### DIRECTIONS FOR USE

The Guidance Index, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student. All items are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (\*) denotes free and inexpensive material (35 cents or less). A dagger (†) denotes films, a double dagger (‡) indicates records. A (§) indicates educational and psychological tests. Every attempt is made to list as many free and inexpensive publications as possible. In this issue of the *Index* you will find:

68 items covering 57 subjects of which 25 are free or inexpensive

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# for the **COUNSELOR,** **TEACHER, and** **ADMINISTRATOR**

Items listed in this category give information on guidance and related fields. Such topics as problems of child guidance and personal adjustment; education and employment are covered.

## **Audio-Visual Education**

1. **Educators Guide to Free Films.** 10th ed. [Educators Progress Service, Randolph, Wis.] 1950. 392pp. \$5.00.

The new edition of this invaluable guide is a complete, up-to-date descriptive bibliography of audio-visual education materials, with full information as to sources and terms for use. It contains 1,927 films, all of which are offered for school use without cost. An easy-to-use reference, the materials are classified so that teachers in almost every field will find subjects suitable for their use. Annotations of films include synopses of content and descriptions of the type of production.

## **Child Guidance**

2. **\*Children Are Our Teachers.** Marion L. Faegre. Children's Bureau Publication No. 333. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 27pp. 15c.

This pamphlet was written for parents and others who want to learn about children from the children themselves. It was designed primarily to be used as a study guide with an earlier booklet *Your Child from 6 to 12* (Guidance Index, October, 1949). Ideas and suggestions for organizing and conducting parent study groups are included.

## **Child Psychology**

3. **The Influence of the Group on the Judgments of Children.** Ruth W.

Berenda. [King's Crown Press, 2960 Broadway, New York 27.] 1950. 86pp. \$2.25.

The author of this book, psychologist of the Children's Court of the Domestic Relations Court in New York City, presents the results of an investigation into the effects of group pressure on children. Studying school children from the third through the sixth grade, she attempted to find out just how far children submitted to authority, or had a tendency to vote with the majority. This book should be of interest to teachers, social psychologists, and professional workers in other related fields.

## **Counseling**

4. **Counseling Adolescents.** E. G. Williamson. [McGraw-Hill Book Co., 330 W. 42d St., New York 18.] 1950. 548pp. \$4.50.

This book, the revision of Part I of *How to Counsel Students*, emphasizes the role of counseling in democratic education and social processes. It considers counseling as a form of personalized and individualized assistance to adolescents to aid them in their total growth and development. Numerous case histories are included to illustrate a wide range of counseling techniques.

5. **\*Problems in Counselor Training.** Edited by E. G. Kennedy. [Guidance Bureau, Kansas State Teachers College, Pittsburg, Kan.] 1950. 79pp. Free.

### **— Note —**

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

This is the report of a conference of city school superintendents, principals, guidance directors, and counselors, held in June, 1949. It contains the ideas and group discussions of leaders in various phases of the guidance service field, who are concerned with the problems of counselor preparation. They evaluate present practices and recommend procedures that should be considered in the training and certification of counselors in order to insure effective guidance programs in schools.

### Curriculum

**6. Elementary Teachers Guide to Free Curriculum Materials.** 7th ed. [Educators Progress Service, Randolph, Wis.] 1950. 343pp. \$4.50. This book provides a complete, up-to-date source of free educational materials. It includes booklets, charts, maps, atlases, exhibits, scripts, and transcriptions that are suitable for pupil use and as aids to the teacher. Each entry is briefly annotated and is classified according to subject. This book will prove invaluable to teachers in search of worthwhile, free curriculum materials.

**7. Free and Inexpensive Learning Materials.** [Curriculum Laboratory, Div. of Surveys and Field Services, George Peabody College for Teachers, Nashville, Tenn.] 1950. 162pp. 50c. This up-to-date catalog of free and inexpensive materials should be helpful to teachers and librarians in selecting materials for students and for their reference shelves. It contains books and pamphlets that will provide pupils with sources of information not available in textbooks. Entries are classified according to subject, are briefly annotated, and the source from which each may be obtained is given.

### Education

**8. \*Education Associations.** Florence E. Reynolds. Part 4, Education Directory. Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 59pp. 20c.

Information contained in this directory is based on the replies of educational organizations as to their officers, number and type of membership, purpose, date founded,

meetings, and publications. Contents are divided into five major sections: national and sectional associations; foundations; religious organizations; state associations; and international associations. This bulletin will make a valuable addition to a school library or reference shelf.

**9. Education for Family Living.** Report No. 7. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1950. 51pp. 50c.

This report, another in the series describing desirable educational practices, is concerned with the improvement of family living. It groups actual practices, now in existence in many schools, under five classifications, each according to the age and grade level to which it applies. Attention is given also to techniques of teaching the responsibilities of better family living, and to what school, home and community agencies can do toward more effective living. An extensive bibliography of materials needed for, and useful in presenting the various aspects of family life education is included in the appendix.

**10. The Family Today: A Guide for Leaders in Family Life Education.** Dorothy F. Dyer. [Univ. of Minnesota Press, Minneapolis, Minn.] 1950. 169pp. \$2.50.

A collection of 22 teaching and counseling projects worked out by a group of graduate students in the author's class at the University of Minnesota. Each project consists of an outlined program for handling, through group discussion, some aspect of marital or family relationships. Social workers, clinicians, and others concerned with modern family problems may find that these materials, techniques, and procedures may be easily adapted for their use.

**11. Goals for American Education: A Symposium.** Edited by Lyman Bryson and Others. [Harper & Bros., 49 E. 33rd St., New York 16.] 1950. 555pp. \$5.00.

A collection of papers presented and discussed at the Ninth Conference on Science, Philosophy, and Religion. The book should interest all who are concerned with the aims and purposes of American education. It is a thorough discussion of what goals administrators, particularly on the college level, should strive for. Included are the views of

distinguished educators, giving voice to areas of discontent and advancing proposals for action.

12. **\*Our School Population.** [Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 15pp. Free.

The annual report of the teaching profession, this pamphlet reviews the present educational situation and forecasts future needs. It emphasizes the impact of increased enrollment and teacher shortage on educational facilities and the character of education. Past expenditures are compared with present costs and future estimates. This report should be of aid to school officials, teachers, parents, and other citizens who help to provide for the educational needs of youth.

### Elementary Education

13. **Teaching Children Music in the Elementary School.** Louise K. Myers. [Prentice-Hall, 70 Fifth Ave., New York 11.] 1950. 327pp. \$5.00. A guidebook for teaching those phases of music that usually fall under the direction of the elementary classroom teacher. It discusses the role of music in contributing toward the physical, intellectual, social, and emotional development of children. Numerous suggestions for the classroom teacher for guiding the learning experiences of children are given. An extensive bibliography is divided into subjects to point out various areas that should be covered to stimulate growth through music.

14. **Teaching the Youngest.** Mabel Louise Culkin. [Macmillan Co., 60 Fifth Ave., New York 11.] 1949. 223pp. \$2.50.

This book is intended for beginning teachers of young children and for those who plan the work of student teachers in a laboratory school. It gives primary consideration to children in the kindergarten, and discusses such topics as work time, guidance, and methods of teaching. It also lists the characteristics of a good teacher. Suggestions are included that may be helpful to parents of small children.

### Exceptional Children

15. **\*Education of the Gifted.** Edu-

cational Policies Commission. [Natl. Education Assn., 1201 Sixteenth St., N.W., Washington 6, D. C.] 1950. 88pp. 35c.

This publication discusses the importance of providing educational experiences appropriate to the special needs of gifted children. It records cases of individuals whose abilities were not recognized, to illustrate "wasted talent." Probable causes of such waste—educational, social, and psychological—are discussed. A recommended educational program for the gifted and suggestions to teachers of exceptional children are included.

### Handicapped

16. **Counseling the Handicapped in the Rehabilitation Process.** Kenneth W. Hamilton. [Ronald Press Co., 15 E. 26th St., New York 10.] 1950. 296pp. \$3.50.

This book considers the counselor in his relationship to the entire process of rehabilitating the handicapped person, from case finding to employment in a satisfactory job. The purpose and process of rehabilitation, the role of the community and its resources, and an evaluation of the results of rehabilitation are among the major topics included. This book should be of use to social workers, psychologists, and other professional workers, as well as to those who live and work with handicapped individuals.

17. **The Emotional Life of the Ill and Injured.** Arthur Jess Wilson. [Social Science Publishers, 41 W. 47th St., New York 19.] 1950. 416pp. \$4.75.

The author of this book has drawn on his professional experience in rehabilitating handicapped individuals into vocational life, to present his conclusions concerning means of overcoming the effects of injury and disease. He emphasizes the emotional effects of accident, disease, and other forms of disability on personality, and shows the relationship of these effects to vocational adjustment. Considerable space is devoted to material drawn from studies of servicemen and veterans. This book will interest professional workers whose work brings them in contact with youth and adults who have psychological and physical limitations.

## Human Relations

18. **The Dynamics of Group Discussion.** D. M. Hall. [The Interstate, 19-27 N. Jackson St., Danville, Ill.] 1950. 63pp. 75c. Quantity prices. Here's a handbook that gives the "how," "why," and "what" of group discussion. It tells group leaders how to make their groups work together, and gives them reasons why groups fail. Practical suggestions for organizing a group, solving its problems, and maintaining its structure are included. This book should be useful to school administrators, personnel directors, and officials of social, civic, and recreational groups.

## Juvenile Delinquency

19. **Searchlights on Delinquency.** Edited by K. R. Eissler. [International Universities Press, 227 W. 13th St., New York 11.] 1949. 456pp. \$10.00. This collection of papers on many and varied aspects of juvenile and adult delinquency provides a vast source of information for professional workers in various fields. The book presents a comprehensive survey of psychoanalytic studies in the techniques and practices used in the treatment of delinquency.

## Labor

20. **\*Annual Digest of State and Federal Labor Legislation.** Bulletin No. 118, U. S. Dept. of Labor, Bureau of Labor Standards. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 140pp. 35c.

This publication covers labor laws and legislation enacted between November, 1948 and December, 1949, by states and the First Session of the eighty-first congress. It includes child labor laws, workmen's compensation, industrial relations, unemployment insurance, wages and hours, safety and health.

## Marriage

21. **Marriage Analysis: Foundations for a Successful Family Life.** Harold T. Christensen. [The Ronald Press Co., 15 E. 26th St., New York 10.] 1950. 493pp. \$4.50.

In this book the author attempts to analyze the significant problems in modern marriage. His approach stresses the understanding of interpersonal relations in courtship and marriage, rather than treating of the family mainly as a social institution. Factors making for successful marriage; prediction of success and failure; psychological processes involved in learning to love; choosing a mate; marital adjustment; and living without a mate exemplify the topics discussed. This book should be useful in marriage-counseling or life adjustment education classes, as well as on the counselor's reference shelf.

## Mental Hygiene

22. **\*How Is Your Mental Health?** [Health Publications Institute, 216 N. Dawson St., Raleigh, N. C.] 1950. 8pp. 5c.

This pamphlet discusses the importance of mental health and tells how to keep mentally healthy. It considers mental health as it relates to four stages of the individual's development—childhood, adolescence, adulthood, and later life.

## Occupational Information

23. **\*Bibliography of Guidance Materials.** Ramon L. Charles. [State Bd. for Vocational Education, Topeka, Kan.] 1950. 127pp. Single copy, free.

This bulletin lists occupational information materials, and their sources, that may be used by counselors, teachers, and students. All materials included are free or inexpensive and were issued in recent years. Entries are grouped according to occupation and include a section on occupations especially for the handicapped worker.

## Personality

24. **Leadership and Isolation: A Study of Personality in Inter-Personal Relations.** Helen Hall Jennings. 2d ed. [Longmans, Green & Co., 55 Fifth Ave., New York 3.] 1950. 349pp. \$4.00.

An analysis of the significance of the "choice process" to human personality. Included are the results of a study of 450 individuals, showing the relationship between their mutual approvals and rejections

and the personality traits of the participants. The study also shows the differences in behavior between those that were under-chosen, average-chosen, and over-chosen. This book should be of interest to social psychologists, social workers, leaders of youth groups, and professional workers in related fields.

### Personnel and Supervision Problems

25. **How to Pick Leaders: A Scientific Program for Executive Selection.** G. L. Freeman and E. K. Taylor. [Funk & Wagnalls Co., 153 E. 24th St., New York 10.] 1950. 226pp. \$3.50.

Based on past and current research, this book is a practical guide to recognizing the basic elements of leadership. It discusses the important factors in leadership selection, and describes scientific principles and techniques that may be effectively used to select executives for business and industry. This book should be of interest to personnel officers and administrators, as well as to young men who are aspiring for executive positions.

### Psychology

26. **The Meaning of Anxiety.** Rollo May. [Ronald Press Co., 15 E. 26th St., New York 10.] 1950. 376pp. \$4.50.

Guidance workers, teachers, administrators, social workers, psychologists, and others who are trying to help individuals realize their personal creative abilities will be interested in this book. The author, a consulting psychologist, has taken as his premise that anxiety has emerged, in our society, to "... an urgent issue which we must at all costs try to define and clarify ..." He presents his own theory of anxiety, case studies illustrating it, and suggestions for withstanding and constructively overcoming anxiety in daily living. Though Dr. May draws on numerous, richly varied resources—scientific, religious, philosophic—and documents his writing thoroughly, he presents his views in a clear, highly readable style. This book should have much to contribute to the thinking of many professional workers in human relations, who encounter daily the widespread phenomena of anxiety and see its effect on personality development.

### School Administration

27. **Practical School Administration.** [The Garrard Press, 119 W. Park Ave., Champaign, Ill.] 1950. 284pp. \$3.00.

Written especially for the administrator of small schools, this book presents helpful, practical principles and techniques that may be used in meeting his everyday problems. Based on the author's own experience as a small-town superintendent of schools, the book describes typical situations that may arise and means of handling them. The administrator's relationships with the school board, the community, the school personnel, the parents, and the pupils are emphasized.

### Secondary Education

28. **The High School for Today.** Harold Spears. [American Book Co., 88 Lexington Ave., New York 16.] 1950. 380pp. \$4.00.

A book designed to show how to make the high school play the role it should play in our American society. It discusses the purposes and possibilities of the high school; the students and the curriculum; the teachers and the school; the history and development of the school. The last chapter gives suggestions for helping the high school of the future reach its goal—education for all youth.

### Social Problems

29. **Caste and Class in a Southern Town.** John Dollard. 2d ed. [Harper & Bros., 49 E. 33rd St., New York 16.] 1949. 496pp. \$5.00.

Originally published in 1937, this study in social psychology has achieved wide recognition. The author has made a penetrating, sensitive, yet scientifically designed analysis of the class-caste structure of a typical southern town. His concern is with the impact of such a structure on the "deeper layers" of personality of community members, as well as on the more obvious forms of social and economic life. An easy style of writing gives vividness to his descriptions, making the book highly readable.

### Student Personnel Services

30. **Guidance Procedures in High School.** C. Gilbert Wrenn and Willis

E. Dugan. [Univ. of Minnesota Press, Minneapolis 14, Minn.] 1950. 71pp. \$2.50.

The result of a recent survey of non-metropolitan high schools in Minnesota, this monograph presents some effective practices in student personnel services. It includes practices that are designed to aid the total development of students, both directly and indirectly. Orientation, counseling, the individual inventory, group guidance, health services, and placement are among the specific services analyzed. Teachers, counselors, and administrators should find these recommended procedures of considerable value in organizing and developing their school guidance program.

### Teachers, Training of

31. **The Training of College Teachers.** Edited by Theodore C. Blegen and Russell M. Cooper. [Amer. Council on Education, 744 Jackson Pl., N.W., Washington 6, D. C.] 1950. 186pp. \$1.75.

This bulletin reports on the Chicago Conference on the Preparation of College Teachers. It contains the addresses and discussions of graduate deans, college presidents, and leaders of professional organizations concerned with improving the pre-service training of college teachers. They point out the problems and challenges of college teaching, emphasizing the responsibilities and opportunities of the graduate schools, and suggest ways of dealing effectively with them.

### Tests and Scales

32. **§Thurstone Temperament Schedule.** L. L. Thurstone. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 5pp. Re-usable booklet. Specimen set, 75c.

This test limits itself to a practical measurement of the fairly constant aspects of temperament. It makes no attempt to appraise degrees of conflict, insecurity, or maladjustment. The traits measured are: Active, Vigorous, Impulsive, Dominant,

Stable, Sociable, and Reflective. Norms for the general adult population and high school students are presented in the Manual and on profile charts. The Manual also contains office worker norms as well as considerable correlation data. The same booklet can be used with either hand-scored answer pads or machine-scored answer sheets.

### Vocational Guidance

33. **Helping Youth Choose Careers.** J. Anthony Humphreys. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

A booklet for parents and teachers on how to help youth find the careers that offer them the best chances for success and satisfaction. The author discusses the many mistakes that young people make in deciding on a career, and presents a three-step plan for avoiding them — (1) by helping young people learn about themselves, their abilities, interests, and personality characteristics; (2) by helping them learn about the world of work, working conditions, income, and educational requirements of a wide variety of jobs; and (3) by helping them match their qualifications to job requirements. Also discussed are some common questions of parents and teachers: "What role should the adult play?" "How much stock can be put in tests and inventories?" "How can youth be helped to see their limitations?"

34. **The World of Work.** Report No. 8. [Metropolitan School Study Council, 525 W. 120th St., New York 27.] 1949. 65pp. 50c.

The role of education in preparing students for effective living is the theme of this report. It contains descriptions of numerous practices now in use to help young people meet the problems of job selection and training for the world of work. These practices are listed under ten major patterns which show how school programs have been arranged to provide occupational information and training opportunities at various levels during the students' entire school life. Guidance, placement, and follow-up procedures are also described.

# for the **STUDENT**

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

## LIFE ADJUSTMENT MATERIALS

### Adolescence

35. **Youth Grows into Adulthood.** Morey R. Fields and Others. [Chartwell House, 280 Madison Ave., New York 16.] 1950. 246pp. \$2.88. Written especially for young people, this book tells them how to grow into adulthood socially adjusted and physically and emotionally mature. It considers the common problems of teen-agers—personality, grooming, dating, family relationships, choosing a mate, marriage, and parenthood. Information on the physical changes which occur during adolescence is also included. Checklists by which teen-agers can rate themselves are given in each chapter.

### Higher Education

36. **\*Institutions Offering Professional Education in Health Education, Physical Education, Recreation.** [U. S. Office of Education, Div. of Secondary Education, Washington 25, D. C.] 1949. 19pp. Free. Limited supply. This publication lists all schools and colleges offering training toward degrees in the fields of health, physical education, and recreation. Institutions are listed alphabetically according to the state in which they are located, and the courses they offer in each field are indicated for both men and women.

37. **Junior College Directory 1950.** [Amer. Assn. of Junior Colleges, 1201 19th St., N.W., Washington 6, D. C.] 1950. 52pp. \$1.00.

Information concerning all junior colleges in the United States, its territories, and some foreign countries is included in this directory. It lists the administrative head of each institution, the type of accreditation it holds, the controlling body, the type of college, and the student enrollment. Lists of junior college societies and organizations—honor-

ary, social, national and regional—are also included.

### Human Relations

38. **Richer Living.** Seward E. Dow and Vivian W. Lundberg. [Beckley-Cardy Co., 1632 Indiana Ave., Chicago 16.] 1949. 315pp. \$1.56.

Written for pupils of elementary-school age, this book presents a collection of stories which show how people live effectively in groups and enjoy their natural environments. Its purpose is to help young children adjust to their own social environments, and also gain an understanding of others. The content of the book is arranged in sections, dealing with health, nature and science, community life, early American history, safety, and life in other countries.

### Sex Education

39. **Facts of Life and Love for Teen-Agers.** Evelyn M. Duvall. [Association Press, 291 Broadway, New York 7.] 1950. 360pp. \$3.00.

Although this is an unusually honest, scientific analysis of today's sex, dating, courtship, and love behavior of teen-agers, it is, nevertheless, an extremely readable book. The author, a well-known consultant and writer on family relations, gives straightforward, factual answers to the main questions and problems in boy-girl relationships. Illustrations, sketches, and a very easy writing style make this an attractive—as well as valuable—book for the teen-ager who wants to handle his emotional "growing-up" wisely.

### Social and Personal Adjustment

40. **Where Are Your Manners?** Barbara Valentine Hertz. [Science Research Associates, 228 S. Wabash

Ave., Chicago 4.] 1950. 48pp. 40c. Quantity prices.

Young people are concerned primarily with making a good impression and getting along with others. A knowledge of etiquette—or good manners—is an important means of accomplishing this goal, of feeling comfortable and at ease in various situations. This booklet treats good manners from two aspects—the “rules” of social convention, and more important, consideration and thoughtfulness of others. Problems are discussed and suggestions given for getting along better at home, in school, on dates and at parties, in public, and on the job.

### Vocational Guidance

#### 41. Where to Find Vocational

**Training in New York City.** [Vocational Advisory Service, 95 Madison Ave., New York 16.] 1950. 124pp. \$2.50.

Information contained in this directory will be of interest to students and to those who give vocational advice to them. Four different sections include an alphabetical listing of schools and subjects taught; schools and classes offering vocational training for handicapped persons; public day high schools; and state institutes which offer training in agriculture, arts and sciences, and many other fields. Other information is included for each school regarding the sex to which it is open, entrance requirements, length of course, whether day or evening, fees, certificates and degrees, and scholarships.

## VOCATIONAL INFORMATION

### Air Transportation

42. \*Selected and Annotated Bibliography on Aviation for Guidance Counselors. Rev. ed. U. S. Dept. of Commerce, Civil Aeronautics Admin. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 12pp. 15c.

Materials listed in this bibliography provide basic information on trends and changes in aviation employment; rules and regulations governing certification; estimates of salaries, and approved schools of training for mechanics, flyers, and radiomen. The items listed include those issued by both government and non-government agencies. Guidance counselors in high schools, colleges, veterans' centers, and social agencies may find these references of value in answering the specific questions of students.

### Art

43. Careers in the Arts — Fine and Applied. Elizabeth McCausland. [The John Day Co., 2 W. 45th St., New York 19.] 1950. 278pp. \$3.75.

This book presents a comprehensive survey of the entire art field, both fine and applied. It describes a variety of careers in both branches and lists the requirements and training necessary for entry. Schools where training may be acquired, the chances for success in the particular profession, rates of

pay, opportunities for women, and the future outlook are covered.

44. Wanna Be a Model? Henry Dravneek. [Henry Holt & Co., 257 Fourth Ave., New York 10.] 1950. \$1.00.

A story in words and pictures that tells what it takes to be a successful model. It describes some of the advantages and disadvantages of the modeling profession, and offers sound advice to girls aspiring to become models.

### Clerical Work

45. \*Secretaryship as a Career Field. Elgie G. Purvis. [Natl. Assn. and Council of Business Schools, 2601 Sixteenth St., N.W., Washington 9, D. C.] 1950. 21pp. 10c.

Intended primarily for students and those who help them choose and prepare for their vocations, this monograph presents a clear picture of secretaryship as a career field. It lists the various types of secretarial positions, and explains the duties connected with each. Information is included on the personal qualifications and training requirements of secretaries, salaries, employment opportunities, prospective places of employment, and some advantages and disadvantages of the profession.

## Dramatic Entertainment

46. \***Dancing in the Dark.** [Mademoiselle, 122 E. 42d St., New York 17.] 1950. 10c. Reprinted from *Mademoiselle*, Sept., 1950.

Opportunities in professional dancing — ballet, ballroom, modern dance — are described in this article. It offers suggestions for getting started in the field, and gives information on what salaries are to be expected. Stories of young women who are successful in each area of the dance field are included to illustrate just what it takes for entry and success.

## Education

47. \***Teacher.** Charles E. Phillips. [Vocational Guidance Centre, 205 Avenue Rd., Toronto 5, Canada.] 1950. 4pp. 10c.

This monograph gives information about a large and useful profession. It describes the personal qualifications necessary for success as a teacher, lists the chances for advancement, advantages and disadvantages of the work, and suggests related occupations. Since this guide was prepared for use in Canada, salaries and training requirements apply there, but most of the general information will be helpful to interested persons in any area.

## Engineering

48. \***Architectural Engineer.** Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D. C.] 1950. Single copy, free. The duties and working conditions of an architectural engineer, and the preparation required are briefly described in this leaflet. A list of approved schools offering training for architectural engineers and the entrance requirements are also given.

## Government and Public Service

49. \***Federal Jobs Outside the Continental United States.** Pamphlet No. 29, U. S. Civil Service Commission. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 29pp. 10c.

Opportunities for employment with the Federal Government outside the United States are described in this pamphlet. It includes information on the types of positions, by agency; areas where vacancies occur; conditions of employment; salaries; housing facilities; age, education, and experience requirements; and application procedures. Information concerning teaching positions in various areas and jobs with international organizations can be found in the appendix.

## Health

50. \***Careers for Men in Nursing.** [Committee on Careers in Nursing, 1790 Broadway, New York 19.] 1950. Single copy, free.

An illustrated leaflet describing the opportunities for men in nursing. It tells about the duties and working conditions, qualifications, length and cost of training, opportunities for advancement, and the security and financial rewards of the profession. Young men who have not yet chosen careers may consider the possibilities in nursing.

51. **Facts About Nursing, 1949.** [American Nurses' Assn., 1790 Broadway, New York 19.] 1950. 94pp. 50c.

This new and enlarged edition of facts about nursing offers valuable information about one of the largest professions. Here are estimates of the number of nurses needed today and the number available; statistics of nursing service and education; hospitals, public health, industrial nursing; student nursing and training schools, including universities and schools of practical nursing; personnel practices and salaries, counseling and placement; nursing in foreign countries. Tables showing opportunities in nursing, giving information on positions, salaries, and duties are attached. All prospective nurses will want to acquaint themselves with these up-to-date facts.

52. \***Nursing and College — You Can Have Both.** [Committee on Careers in Nursing, 1790 Broadway, New York 19.] 1950. 13pp. Single copy, free.

Students who wish to have both a nursing career and a college education will be interested in this booklet. It describes the

opportunities open for young people who are graduates of collegiate nursing schools. Training programs, costs, opportunities for specialization, employment outlook, and salary ranges are covered. Basic personal qualifications, working conditions, the advantages of the profession, and other factors of interest to all prospective nurses are included.

**53. Pre-Dental Student's Chart-Manual.** [Rice Research Associates, 6500 S. Dorchester Ave., Chicago 37.] 1950. \$1.00.

This book will be of interest to young men and women planning careers in the field of dentistry. Though not quite as extensive as the medical student's manual which follows, the book presents an analysis of the same general topics as they apply to dental schools. Information is included on requirements, admissions, specialties, licensing, salaries, related occupations, and military service.

**54. Pre-Medical Student's Chart-Manual.** 3rd ed. [Rice Research Associates, 6500 S. Dorchester Ave., Chicago 37.] 1950. 51pp. \$1.00.

Students interested in becoming doctors will find the information contained in this book of value in planning their careers. It presents a medical school requirements chart, showing the minimum requirements of all medical schools; and a general information chart that gives other pertinent facts about the schools. Additional topics are discussed concerning qualifications, education, choosing a school, admission requirements, special problems of the student, fields of specialization, salaries, advantages and disadvantages of the profession. Counselors and advisers may also find this chart-manual of use in advising students and helping them plan their programs.

**55. \*Service through a Vocation.** [Amer. Occupational Therapy Assn., 33 W. 42d St., New York 18.] 1949. Free.

A leaflet describing the field of occupational therapy and the excellent opportunities it has to offer young men and women. Information is given on the duties of a therapist, the personal qualifications and educational preparation required; the length of training; curriculum; and salaries. A list of approved schools for training occupational therapists is included.

## Home Economics

**56. \*The Outlook for Women in Dietetics.** Women's Bureau Bulletin No. 234-1. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 80pp. 25c.

This bulletin describes the employment outlook for women in the field of dietetics and reviews the recent changes and developments which have taken place in the profession. It contains specific information on the qualifications and training requirements necessary for dietitians and nutritionists, and discusses various positions offered within each area. Duties, salaries, working conditions, and opportunities for employment in government and private agencies, military and civilian services are also included. The appendix lists minimum requirements for positions in the Federal service and for dietetic internships.

## Iron, Steel and Machinery

**57. Text in Patternmaking.** Alexander V. Hanel. [Bruce Publishing Co., 540 N. Milwaukee St., Milwaukee, 1, Wis.] 1949. 314pp. \$2.96. This book will be of value to the student, apprentice, or instructor of wood patternmaking. It presents general information as well as specific technical data, and describes jobs which will give the student training in fundamental skills and procedures. A brief discussion of the occupational future in patternmaking and the opportunities in pattern planning and design is also included.

## Languages

**58. \*Language Specialist.** Walter J. Greenleaf. [Federal Security Agency, Office of Education, Div. of Vocational Education, Washington 25, D. C.] 1950. Single copy, free. Employment opportunities for language specialists and what it takes to be successful in this field are described in this leaflet. It lists the various languages of the world and classifies them according to type—romance, Germanic, Celtic, etc. Duties and requirements for jobs in industry, government, and education are briefly considered.

## Motor Transportation

**59. \*Getting into the Trucking Industry.** [Amer. Trucking Assn.,

1424 Sixteenth St., N.W., Washington 6, D. C.] 1950. 22pp. Free.

Young men interested in going into business for themselves will find a variety of opportunities in the motor transport industry. This booklet describes the different carrier systems and offers suggestions for getting started. In question-and-answer form, it gives information on the qualifications and requirements, financial investments and returns, and occupations within the industry. A list of state trucking associations is also included.

### Occupations, General

#### 60. Everyday Occupations.

Mildred A. Davey and Others. 2d ed. [D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1950. 451pp. \$3.00.

An interesting book designed to show students the wide range of occupations open to them. Occupations are classified within ten major fields of work — including agriculture, forestry, transportation, trade, public and professional service. Each job is clearly described as to personal qualifications, education, and training required; duties; working conditions; earnings; opportunities for advancement; advantages and disadvantages of the work. Numerous photographs are included to illustrate typical occupations and work environment.

### Plastics

#### 61. Meet the Plastics.

Clark N. Robinson. [College Dept., Macmillan Co., 60 Fifth Ave., New York 11.] 1949. 172pp. \$3.75.

An up-to-date guide to the opportunities in the widespread plastics industry, this book will be of value to industrial concerns, as well as to students. It contains vivid descriptions of what plastics are, how they are manufactured, and the future possibilities of the industry. Various types of jobs within the industry are described, giving information on the professional and vocational opportunities in each. The appendix lists schools offering training in the plastics, manufacturers of plastic materials, trade publications, and references for additional reading.

### Radio Broadcasting

#### 62. \*Employment Outlook in Radio and Television Broadcasting Occupations.

Raymond D. Larson. Bureau of Labor Statistics Bulletin No. 958. [Govt. Print. Off., Washington 25, D. C.] 1949. 69pp. 30c.

Young people who are attracted by the radio and television industry, and are interested in evaluating their chances of getting a job will find the material in this booklet important. It contains information on the employment outlook in each state, covering both the technicians and program departments. The future outlook in relation to supply and demand is also covered.

#### 63. The Very Idea for Television.

Flora Rheta Schreiber. [Mademoiselle, 122 E. 42d St., New York 17.] 1950. 10c. Reprinted from *Mademoiselle*, Nov., 1950.

This article discusses the opportunities in selling ideas to television, either in outline form or completely developed. It tells what it takes to become successful in this field and offers suggestions on getting started. Suggested program ideas, tips on selling them, and financial returns are considered. Also helpful are the stories of young women who now have television shows — how they started and worked up.

### Repairing Services

#### 64. \*Job Description for Television Service and Repairman.

[Supt. of Documents, Govt. Print. Off., Washington 25, D. C.] 1949. 6pp. 5c. This leaflet gives information about the nature of the work, the duties performed, and the training required for jobs in television service and repairing. The advantages of the work, the working conditions, and the hazards encountered on the job are also considered.

### Retail Trade

#### 65. Figuring for Merchandising Profit.

A. Hamilton Chute. Business Guide No. 1. [Bureau of Business Research, Univ. of Texas, Austin, Texas.] 1950. 56pp. 50c.

Prepared to furnish practical aids to persons

engaged in retail business, this bulletin presents solutions to the everyday problems that they encounter. Four chapters include material on mark-up and pricing, discounts and datings, merchandise turnover, and control of purchases. Illustrative problems are completely worked out, giving reasons for each step. The booklet will be helpful to the operators of both large and small retail stores, and to young men who plan to enter this field.

### Social Service

66. \***The Outlook for Women in Social Case Work in a Medical Setting.** U. S. Dept. of Labor, Women's Bureau Bulletin No. 235-1. [U. S. Govt. Print. Off., Washington 25, D. C.] 1950. 59pp. 25c.

This bulletin describes the employment outlook for women in the medical social work field. It is concerned primarily with changes and trends which have occurred in that area, and reports on current needs. The training of medical social workers, their earnings, hours, and advancement opportunities, professional organizations, and places of employment are covered. Minimum requirements for positions in the Federal government, and schools offering training in Medical social work are listed in the appendix.

### Textile Manufacture

67. Hooked Rugs for Fun and

**Profit.** Bettina Wilcox. [Homecrafts, 799 Broadway, New York 3.] 1949. \$1.00.

Here's a guide to an interesting craft that may be used to earn money or as a hobby. The book presents easy, step-by-step instructions for making over 100 unusual, beautiful hooked rugs. Materials needed for each pattern, illustrations of designs, and helpful "tips" on finishing and caring for rugs are included.

### Transportation Equipment Worker

68. \***Model Makers, Sample Body Builders and Related Occupations.** [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1949. 16pp. 25c.

Although designed to provide current information on model and sample body building for Michigan communities, this occupational guide contains facts that will be of value to interested persons elsewhere. It presents information on the history, occupational description, hiring specifications, hours and working conditions, methods of entry, advancement opportunities, related occupations, and employee organizations. Facts on apprenticeship and other on-the-job training are also included.

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AMENDED BY THE ACTS OF MARCH  
3, 1933, AND JULY 2, 1946 (Title 39,  
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NOVEMBER, 1950

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